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APPLICATION GUIDELINES and FORMS

PLEASE RETURN

For The Water Development Program
Private Loan Program

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MONTANA WATER DEVELOPMENT PROGRAM

GUIDELINES FOR PREPARING PRIVATE LOAN APPLICATIONS

This booklet assists individuals, partnerships, associations, and corporations in applying for loans under Montana's Water Development Program. It describes eligible loan applicants, funding limits, eligible projects and activities, loan approval and funding procedures, and applicant responsibilities. The booklet includes application forms.

If you have any questions write or call:

Department of Natural Resources
and Conservation
Water Resources Division
Water Development Bureau
Lee Metcalf Building
1520 East Sixth Street
Helena, Montana 59620
Phone: 444-6668

Applications may be submitted to the department at any time.

IF YOU WANT BOTH A GRANT AND A LOAN, YOU MUST ALSO COMPLETE A WATER DEVELOPMENT GRANT APPLICATION. THAT APPLICATION MUST BE SUBMITTED TO DNRC BY MAY 15 OF EVEN-NUMBERED YEARS. GRANTS CANNOT EXCEED \$100,000 OR 25 PERCENT OF THE TOTAL COST OF THE PROJECT. GRANTS MUST BE APPROVED BY THE MONTANA LEGISLATURE.

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DEPARTMENT OF NATURAL RESOURCES AND CONSERVATION
WATER DEVELOPMENT PRIVATE LOAN PROGRAM

The Water Development Private Loan Program was established by the Montana Legislature in 1981 and is administered by the Department of Natural Resources and Conservation (DNRC). It promotes the beneficial use of water, and allows Montanans to achieve full use of the state's water by providing financing for water development projects and activities. DNRC is authorized to issue up to \$10 million in state general obligation bonds for this program.

ELIGIBLE APPLICANTS

Individuals, partnerships, associations, and corporations are eligible for Water Development private loans.

ELIGIBLE PROJECTS

Projects that conserve, distribute, develop, store, and use water for beneficial uses are eligible for funding. Also eligible are activities that protect and enhance water resources by promoting efficient use, management, and protection of water.

Examples of eligible projects include constructing gravity irrigation systems, rehabilitating irrigation systems, building or repairing irrigation dams, lining and consolidating ditches, automating irrigation systems, and developing rural water supplies.

Preliminary planning must be complete before construction funds are requested. The Soil Conservation Service (SCS), irrigation supply companies, or private professional engineers usually provide the preliminary planning work. Costs for final design planning and construction supervision by a professional engineer, may be included in a construction proposal.

LOAN LIMITS

Private loans may not exceed \$200,000, and are funded from sale proceeds of general obligation bonds. Loan interest rates will be the same rate as that of the state bond. Repayment periods may not exceed 30 years, and are limited to the life of the project. Repayments on the loan are generally in annual installments.

APPLICATION AND APPROVAL PROCESS

Loan applications are accepted by DNRC at any time. The Water Development Bureau reviews the applications for completeness. You will

be notified if application forms and required documentation are not complete, and you will be given a specific time to complete the requirements. Applications are then evaluated to determine if they are technically and financially feasible. During this process, you may be required to submit additional documentation. Other state and federal agencies may be consulted to complete these evaluations. A staff recommendation is submitted to DNRC's director who makes the final decision on funding the project.

FUNDING SCHEDULES

State bond sales to finance the loans are generally phased with the construction season, so money will be available in time to meet project schedules. Successful applicants will be notified of the proposed state bond sale and the anticipated interest rate prior to each sale. If you need other funds in addition to DNRC funding, funding commitments must be made before DNRC includes the project in a state bond sale. Once funds are available, contract documents and loan and mortgage agreements will be signed. Disbursal can be on a schedule compatible with project construction. You may request DNRC to commit to providing long-term funding so that you can obtain interim financing elsewhere, if your construction schedule precedes loan availability. DNRC approval of interim financing is based on its acceptance of the technical and economic feasibility of the project.

SPONSOR RESPONSIBILITIES

Detailed scopes of work and budgets are included in all agreements, and must be approved by DNRC before you start work on the project. EXPENSES YOU INCUR BEFORE THE AGREEMENT IS FINAL WILL NOT BE REIMBURSED.

DNRC must approve procedures for contracting for professional services. All state laws on contracting and bid procedures for construction projects must be followed, and you must also keep accurate financial records and documentation for audits. DNRC can provide information about these requirements. DNRC must be permitted to monitor performance and visit the project site.

Narrative progress reports and financial reports may be required quarterly. A final report is required when the project is complete. You may also be required to submit annual financial reports during the life of the loan.

Please include a
\$150 application fee.
Returned if project
not funded.

PRIVATE LOAN APPLICATION CHECKLIST

1. Application Fee \$150.00 (Make checks payable to DNRC)
2. Application Summary
3. Technical Narrative
4. Technical Documentation
 - a. Statistical or technical reports on natural resource features of the project site
 - b. Narrative reports on the natural resource features of the project
 - c. Engineering design reports
 - d. Maps
 - e. Property records and permits
 - f. Water right permits
5. Financial Documentation
 - a. Construction budget (with accompanying cost estimates)
 - b. Statement of financial condition
 - c. Profit or loss statement
 - d. Documentation for income sources
 - e. Three-year projected operating budget for the project
 - f. Description of loan collateral
 - g. Abstract of title or other evidence of ownership
 - h. Other funding commitments or status documentation

One copy of your application and supporting documents should be mailed to:

Department of Natural Resources
and Conservation
Water Resources Division
Water Development Bureau
Lee Metcalf Building
1520 East Sixth Avenue
Helena, Montana 59620

Inquiries may be mailed to DNRC, or call 444-6668.

Department of Natural Resources and Conservation
Water Development Private Loan Program

PRIVATE LOAN APPLICATION SUMMARY

I. APPLICANT INFORMATION

A. Applicant Name _____

B. Mailing Address _____

C. City, State, Zip _____

D. Telephone Number(s): _____

E. Contact Person _____
1. Address if different from
Applicant _____

2. Telephone _____

F. This loan is requested by a(n) (Check one)

<input type="checkbox"/> Individual	<input type="checkbox"/> Non-profit corporation
<input type="checkbox"/> Corporation for profit	<input type="checkbox"/> Partnership
<input type="checkbox"/> Other (Specify) _____	

II. PROJECT INFORMATION

A. Project Title _____

B. Brief Project Description _____

C. How long will it take to complete your project or activity?

D. When do you plan to begin your project or activity?

month/year

E. Project Budget

Funding Request:	*DNRC Loan	\$ _____
	**DNRC Grant	\$ _____
Applicant Funds		\$ _____
Other Funding Sources (List amount and name of source)		\$ _____
Total Project Cost:		\$ _____

- * Loan requests cannot exceed \$200,000.
** If you want both a Loan and Grant you must also complete a grant application, and submit it by May 15 of even-numbered years. Grant requests cannot exceed \$100,000 or 25 percent of the total cost of the project.

F. Authorizing Statement

I (We) hereby declare that the information and all attachments to this application are true, complete, and accurate to the best of my (our) knowledge, and that the project or activity complies with all applicable state, local, and federal laws and regulations.

I (We) further declare that I (we) am legally authorized to enter into a binding contract with the Department of Natural Resources and Conservation to obtain loan and grant funds, if this application receives approval.

PRIVATE APPLICANTS:

INDIVIDUAL

Signature of applicant _____ Date _____

Signature of co-applicant _____ Date _____

PARTNERSHIP

Name: _____, a Montana partnership

By: _____, a partner

_____, a partner

_____, a partner

Date: _____

CORPORATION

NAME: _____, A Montana corporation

By: _____, President

_____, Secretary

Date: _____

Department of Natural Resources and Conservation
Water Development Private Loan Program

TECHNICAL NARRATIVE
INSTRUCTION SHEET

At a minimum, the technical narrative should include the following:

Checklist

- A. A clear statement of the purpose of the project and the specific objectives to be accomplished.
- B. A thorough description of the project that shows how the project will accomplish the objectives.
- C. A discussion of the history of the project or problem addressed by the project, and all work previously conducted.
- D. A description of the technical alternatives and the reason the proposed alternative was selected.
- E. A specific description of the implementation plan.
- F. A schedule, (preferably in chart form) for completing the project.
- G. A discussion of the effects, positive or negative, the project will have on water quantity and quality, soils, vegetation, wildlife, and other natural resources.
- H. A description of the final project results, how they will be used, and by whom.

II. Instructions for Documentation

You are urged to submit as much relevant, sound documentation about the project as you have.

- A. Include appropriate data on the natural features of the project area such as soils, vegetation, geology, and hydrology. Include completed technical reports and studies on the project. All engineering design work submitted for construction projects should name the design standards used, and should be prepared by a professional engineer licensed to practice in Montana. DNRC may exempt the professional engineer requirement if work is done by an experienced person in the project field, following designs established by a professional engineer. An example of this circumstance is a simple irrigation project with design work completed by a technician following SCS design procedures.

- B. Include a map that locates the project or activity on an aerial photo or topographic base, and shows sections, townships, and ranges. Identify all proposed construction sites, sources of water, points of water diversion, places of water use, and water conveyance structures. Title all maps, and include a scale and a north arrow.
- C. Include verification of deeds, easements, or right-of-way agreements that will be required to complete your project, or describe property agreements that will be needed to begin the project. Water right certificates, proof of use rights, or acknowledgment of water right claims should also be included. Some construction projects may require other permits. Prepare a list of permits you have obtained, or must obtain to complete the project.

Department of Natural Resources and Conservation
Water Development Private Loan Program

ALL PRIVATE LOAN APPLICANTS
TECHNICAL NARRATIVE

(use additional pages as needed)

Applicant _____

Project Title _____

Montana Department of Natural Resources
and Conservation
Water Development Private Loan Program

ALL PRIVATE LOAN APPLICANTS
ENVIRONMENTAL ASSESSMENT

Instructions: Complete the following assessment.

1. Does the project deal solely with the rehabilitation of facilities? Yes _____ No _____

2. Will the proposed project or activity take place on or near a state or federal:
 - a. wild and scenic river
Yes _____ No _____ If yes, where _____
 - b. wilderness area
Yes _____ No _____ If yes, where _____
 - c. primitive area
Yes _____ No _____ If yes, where _____
 - d. wildlife management area
Yes _____ No _____ If yes, where _____
 - e. recreational site
Yes _____ No _____ If yes, where _____

3. Is the planned diversion of water from a blue ribbon stream or similarly important fishery?
Yes _____ No _____ If yes, where _____

4. Will the proposed project or activity take place on or near:
 - a. big game winter or seasonal range
Yes _____ No _____ If yes, where _____
 - b. upland game bird habitat
Yes _____ No _____ If yes, where _____
 - c. bald eagle nesting sites
Yes _____ No _____ If yes, where _____
 - d. waterfowl and furbearer habitats
Yes _____ No _____ If yes, where _____
 - e. Important riparian or wetland areas
Yes _____ No _____ If yes, where _____

5. Is saline seep (soil salinity) a present or potential problem in the vicinity of the proposed project or activity?

Yes _____ No _____

6. Are there any sites of historic or prehistoric importance near the proposed project or activity?

Yes _____ No _____

If yes, where _____

7. Are there any present land uses that would be limited or precluded if the proposed project or activity is undertaken?

Yes _____ No _____

If yes, what _____

8. Is there any other information about the environmental or social impact of the project that should be taken into consideration?

Department of Natural Resources and Conservation
Water Development Private Loan Program

FINANCIAL NARRATIVE AND BUDGET FORM
INSTRUCTION SHEET

IF YOU WANT BOTH A GRANT AND LOAN, COMPLETE THE FOLLOWING FINANCIAL NARRATIVE AND BUDGET FORMS. DO NOT COMPLETE THOSE IN THE GRANT APPLICATION

I. Instructions for Narrative

The narrative must clearly demonstrate that the project or activity can be done within the proposed budget. In your narrative, provide a general discussion of the spending plan. The financial narrative should make clear the reason why the budget was developed as proposed. Include the source of all cost estimates. Discuss the cost of the selected project as opposed to the alternate project plan described in the technical feasibility section.

You must demonstrate that you are able to repay the loan. For individuals, the financial statements, profit and loss statements, and projected operating budget for the project establishes your loan repayment capability. For associations or applicants representing rural water systems, you must state the number of users who will amortize the debt, and if property assessments, user fees, a combination, or other revenues will be used for repayment. If applicable attach the current charges of the system to the application and describe them in the narrative along with anticipated rate increases needed to repay the proposed loan. Use a 9 percent interest rate and 15-year term to estimate the loan repayment.

Identify all funding sources for your project. Describe your efforts to secure those funding commitments. If you applied to other funding agencies, give the date of the application, when a funding decision is expected, and state whether it is a grant or loan request. State how much money you will provide and describe your in-kind contributions. If you plan to borrow from the private sector, fully describe your borrowing plans. Include in the financial feasibility narrative any other information that would be helpful in assessing your financial commitment to completing the project.

II. Instructions for Budget

- A. Use the budget forms provided. Some forms are for agricultural applicants only while others apply only to nonagricultural applicants. Budgets should estimate costs as completely and accurately as possible. The forms include major expense categories, and separate the actual project costs from the administrative, engineering, land acquisition, and permitting costs, which are sometimes not anticipated. Amend the budget

forms as needed to fit your particular project. Construction projects should include a minimum contingency expense of 10 percent of construction costs to cover unexpected expenses. An inflation contingency may be included as a project cost, and must be identified as such on the budget form.

- B. Complete the Statement of Financial Condition. It provides the basic statistics about your assets and debts.
- C. Include copies of cover letters for funding applications to other agencies, and letters of inquiry and responses.

Department of Natural Resources and Conservation
Water Development Private Loan Program

ALL PRIVATE LOAN APPLICANTS
FINANCIAL FEASIBILITY NARRATIVE

(use additional pages as needed)

Applicant _____

Project Title _____

Department of Natural Resources and Conservation
Water Development Private Loan Program

ALL PRIVATE LOAN APPLICANTS
CONSTRUCTION BUDGET

I. CONSTRUCTION COSTS

A. Labor: \$ _____

B. Equipment: \$ _____
Specify purchased or rented

C. Land, right-of-way, or structure acquisition: \$ _____

D. Materials (Furnish copy of all cost estimates) \$ _____

E. TOTAL CONSTRUCTION COSTS \$ _____

II. PROFESSIONAL/TECHNICAL COSTS

A. Personnel:
Include salaries, wages, and fringe benefits, or contract fees for services the activity will require. (Example: Engineer, Hydrologist, Biologist, Soils Scientist).

_____ \$ _____
_____ \$ _____
_____ \$ _____
_____ \$ _____

Subtotal Personnel Services \$ _____

B. Other Costs

Include laboratory costs, supplies for professional or technical work, equipment costs associated with final design work, mapping and printing costs for the final design, and permit costs. Blanks are provided to list major costs. Small expenses may be stated as a lump sum.

_____ \$ _____
_____ \$ _____
_____ \$ _____
Cost provided in lump sum \$ _____

Subtotal Other Costs \$ _____

C. TOTAL PROFESSIONAL/
TECHNICAL COSTS \$ _____

III. CONTRACT ADMINISTRATION

A. Personnel:

Include salaries, wages, and fringe benefits, or contract fees for services the project will require. (Example: Administrator, Accountant, Attorney)

_____ \$ _____
_____ \$ _____
_____ \$ _____
_____ \$ _____

Subtotal Personnel Services \$ _____

B. Associated Costs:

Include as appropriate, office rent, equipment, office supplies, telephone, postage, travel. You may give this figure in a lump sum.

_____ \$ _____
_____ \$ _____
_____ \$ _____
_____ \$ _____

Subtotal Associated Costs \$ _____

C. TOTAL CONTRACT ADMINISTRATION \$ _____

IV. FINANCING COSTS

A. Interest During Construction: \$ _____

If you anticipate beginning construction following approval, but before state bond money becomes available (4 to 6 months), you may want to get a short-term loan. Consult a financial institution for an interest estimate. Interest on this short-term note is an allowable project cost.

B. Fees for servicing loan and share of costs for state bond sale. (Loan recipients are required to pay the bond issuance costs in a pro-rata share. The average cost has been 2.5 percent) Enter 3 percent of loan request. \$ _____

C. TOTAL FINANCING COSTS \$ _____



V. PROJECT COST \$ _____

VI. Inflation contingency at 6 percent per year until your beginning date (This is the average inflation forecast for the decade.) \$ _____

VII. Add a minimum of 10 percent of the project cost as a contingency for unexpected costs.

Percentage you used to calculate contingency _____ % \$ _____

VIII. TOTAL PROJECT COST \$ _____

IX. TOTAL REVENUE FOR PROJECT

A. DNRC Revenue

Loan Amount Requested* \$ _____

Grant Amount Requested** \$ _____

Subtotal DNRC Funding \$ _____

B. Other Funding Sources:

List and specify amount

Federal Funding \$ _____

Your Contribution \$ _____

_____ \$ _____

_____ \$ _____

_____ \$ _____

_____ \$ _____

_____ \$ _____

Subtotal other funding source \$ _____

C. TOTAL PROJECT REVENUE:

\$ _____

* Loans cannot exceed \$200,000.

** If you want a DNRC grant, you must also complete a grant application, which must be submitted to DNRC by May 15 of even-numbered years. Grant requests cannot exceed \$100,000 or 25 percent of the total project cost.

Montana Department of Natural Resources and Conservation
Water Development Private Loan Program

ALL PRIVATE LOAN APPLICANTS
GENERAL INFORMATION

Are there any lawsuits, judgments, or litigation pending for or against you? _____

Have you ever declared bankruptcy? _____ Explain: _____

Have required income tax returns been filed? _____ Are any of your tax returns under dispute? _____

Any unpaid deficiencies? _____ Explain: _____

I (we) the undersigned, have provided this financial statement as part of my (our) application for a loan from the Water Development Bureau of the Department of Natural Resources and Conservation. I (we) certify that the statement is complete and accurate to the best of my (our) knowledge and I (we) authorize DNRC to certify any condition of debt described above.

Name	Capacity*	Signature	Date
_____	_____	_____	, 19_____
_____	_____	_____	, 19_____
_____	_____	_____	, 19_____

*Capacity such as applicant, co-applicant, guarantor, partner, or stockholder.

Department of Natural Resources and Conservation
Water Development Private Loan Program

ALL PRIVATE LOAN APPLICANTS
DESCRIPTION OF LOAN COLLATERAL

Your Name or Your
Business Name _____

Project Title _____

REAL ESTATE: (enter on another sheet if necessary)

a.	_____	_____	\$	_____	\$
b.	_____	_____	\$	_____	\$
	legal description of property	total acres or size	estimated value	lien or mortgage	amount

Indicate the name and address of the holder of any outstanding lien against real property described above and the amount of the lien:

a) _____
b) _____

Attach a map on which all real property offered as security is clearly identified and located according to its legal description.

Do you lease any of your real property that is offered as security? _____
If so give your tenant's name, address and condition of the lease. _____

PERSONAL PROPERTY: (itemize and indicate value)

a.	_____	\$
b.	_____	\$
c.	_____	\$
d.	_____	\$

TOTAL VALUE OF SECURITY (PERSONAL AND REAL) \$ _____

Is any of the real or personal property offered as collateral on this loan affected by probate or other estate proceedings? No _____ Yes _____ (If yes, explain)

_____	\$
_____	\$
_____	\$
_____	\$

Authorized Signature of Applicant _____ Title _____ Date _____

Department of Natural Resources and Conservation
Water Development Private Loan Program

AGRICULTURAL APPLICANTS ONLY
STATEMENT OF FINANCIAL CONDITION

Check one: **Individual** **Partnership** **Corporation**

Your Name or Your

Business Name

Project Title

Intangible Assets

Contingent Liabilities

Department of Natural Resources and Conservation
Water Development Private Loan Program

AGRICULTURAL APPLICANTS ONLY
STATEMENT OF FINANCIAL CONDITION
SUPPORTING SCHEDULES

SCHEDULE C-Livestock (Show Brand and Location)

SCHEDULE D-Crops

SCHEDULE E-Automobiles, Machinery and Equipment

SCHEDULE F-Rented Real Estate

Tract	Owner Name	Acres		Contract or Rental Basis	Cost Per Yr/Mo	Date Expires	Oral Written	Location
		Cult.	Other					
A								
B								
C								
TOTAL								

SCHEDULE G-Owned Real Estate

Tract	Title In Name of:	Acres		Legal Description	Value of Improvements	Current Value
		Cult.	Other			
A						
B						
C						
TOTAL						

SCHEDULE H-Real Estate Liens

Tract	Lien Holder	Mortgage Contract	Total Amount	Payment Date	Principal	Interest	Total Payment
A							
B							
C							
TOTAL							

Department of Natural Resources and Conservation
Water Development Private Loan Program

AGRICULTURAL APPLICANTS ONLY
PROFIT OR LOSS STATEMENT

DO NOT INCLUDE PROJECT INCOME OR EXPENSE

Your Name or Your
Business Name _____
Project Title _____

Show your overall financial condition for at least the past two (2) tax years, and an estimate for the current year.

INCOME				
INCOME SOURCES:	YEAR	19 Actual	19 Actual	19 Estimate
		\$	\$	\$
TOTAL GROSS INCOME.....		\$		
DIRECT COST OF PRODUCTS OR LIVESTOCK SOLD OR TO BE SOLD		\$	\$	\$
TOTAL DIRECT COST OF PRODUCTS SOLD.....		\$	\$	\$
GROSS PROFIT		\$	\$	\$
EXPENSES				
OPERATING EXPENSES:				
Salaries and Employees Benefits.....		\$	\$	\$
Contracted Services.....				
Rent/Leases.....				
Water.....				
Repairs and Maintenance.....				
Feed and Seed.....				
Fertilizer/Chemicals.....				
Supplies.....				
Veterinary and Medicine.....				
Gas and Oil, etc.....				
Taxes (Real Estate/Personal).....				
Income Tax.....				
Interest Expenditures.....				
Auto/Freight/Trucking.....				
Livestock Breeding Fees.....				
Depreciation.....				
Insurance.....				

OPERATING EXPENSES (cont.)	YEAR 19 Actual	19 Actual	19 Estimate
Storage.....	_____	_____	_____
Utilities (gas, water, electric).....	_____	_____	_____
Accounting/Legal.....	_____	_____	_____
Miscellaneous.....	_____	_____	_____
Other (Itemize) _____ _____ _____	_____	_____	_____
TOTAL OPERATING EXPENSES	\$ _____	\$ _____	\$ _____
OTHER EXPENSES:			
Debt Payment on Principal.....	\$ _____	\$ _____	\$ _____
Cash Outlay for Capital Expenditures(Itemize) _____ _____	_____	_____	_____
Annual Living Expense.....	_____	_____	_____
Other (Itemize) _____ _____ _____	_____	_____	_____
TOTAL OTHER EXPENSES	\$ _____	\$ _____	\$ _____
TOTAL EXPENSES	\$ _____	\$ _____	\$ _____
NET PROFIT (OR LOSS)	\$ _____	\$ _____	\$ _____
		, 19_____	
		, 19_____	
		, 19_____	
Signature(s) of Applicant(s)	Title	Date	

Department of Natural Resources and Conservation
Water Development Private Loan Program

AGRICULTURAL APPLICANTS ONLY
THREE YEAR PROJECTED OPERATING BUDGET

SHOW PROJECT OR ACTIVITY INCOME AND EXPENSES ONLY

Your Name or Your
Business Name _____
Project Title _____

Loan repayment period and estimated interest rate used to compute interest and principal on DNRC loan: 15 years maximum or the life of project, whichever is less, at 9 percent per year.

Indicate desired repayment schedule: Annual _____ Semi-Annual _____ Quarterly _____

PROJECTED EXPENSES			
OPERATING EXPENSES:		\$	\$
Salaries and Employee Benefits.....		\$	\$
Contracted Services.....			
Rent/Leases.....			
Water.....			
Repairs and Maintenance.....			
Feed and Seed.....			
Fertilizer/Chemicals.....			
Supplies.....			
Veterinary and Medicine.....			
Gas and Oil.....			
Taxes (Real Estate/Personal).....			
Income Tax.....			
Interest (DNRC).....			
Interest (Other Projected Debt).....			
Auto/Freight/Trucking.....			
Depreciation.....			
Insurance.....			
Miscellaneous Fees (Breeding, etc.).....			
Storage.....			
Utilities (Gas, Water, and Electricity)....			
Accounting/Legal.....			
Other (Itemize).....			

	YEAR	19____	19____	19____
THER PROJECTED EXPENSES:				
Cash Outlays for Capital Expenditures _____	\$ _____	\$ _____	\$ _____	
Debt Payment Principal (DNRC).....	_____	_____	_____	
Debt Payment Principal (Other).....	_____	_____	_____	
Other (Itemize) _____	_____	_____	_____	
 TOTAL PROJECTED OTHER EXPENSES	\$ _____	\$ _____	\$ _____	
PROJECTED OPERATING AND OTHER EXPENSES	\$ _____	\$ _____	\$ _____	
 Add a minimum of 10 percent of projected expenses each year as a contingency for unexpected costs. What percentage did you use? _____	\$ _____	\$ _____	\$ _____	
 Other	\$ _____	\$ _____	\$ _____	
 <u>TOTAL PROJECTED EXPENSES</u>	<u>\$ _____</u>	<u>\$ _____</u>	<u>\$ _____</u>	
 <u>PROJECTED NET INCOME (OR LOSS)</u>	<u>\$ _____</u>	<u>\$ _____</u>	<u>\$ _____</u>	
				, 19_____
				, 19_____
				, 19_____
Signature(s) of Applicant(s)	Title	Date		

Department of Natural Resources and Conservation
Water Development Private Loan Program

NONAGRICULTURAL APPLICANTS ONLY
STATEMENT OF FINANCIAL CONDITION

Check one: Individual _____ Partnership _____ Corporation _____
Applicant or Business Name: _____
Project Title: _____

ASSETS	AMOUNT	LIABILITIES	AMOUNT
CURRENT ASSETS			
Cash on Hand and in Banks.....	\$ _____	CURRENT LIABILITIES (Due within 1 year)	
Marketable Stock, Bonds and Sec.	_____	Notes & Accounts Payable (Schedule B)	\$ _____
Notes and Accounts Receivable, due within 1 year (Schedule A).....	_____	Portion of Long Term Debt (due within 1 year).....	_____
Federal Payments Receivable.....	_____	Machinery and Equip. (Schedule C)....	_____
Prepaid Expenses.....	_____	Land Rental (Schedule D).....	_____
Supplies on Hand.....	_____	Taxes (Income, Water, Real, etc.)....	_____
Other Current Assets _____	_____	Other _____	_____
TOTAL CURRENT ASSETS	_____	TOTAL CURRENT LIABILITIES	_____
INTERMEDIATE TERM ASSETS (All assets not current or long-term)			
Cash Value Life Insurance.....	_____	INTERMEDIATE LIABILITIES (Liabilities of more than 1 year)	_____
Auto, Machinery, Equip. (Schedule C)	_____	Life Insurance.....	_____
Securities (not readily marketable)	_____	Mach. & Equip. (Schedule C).....	_____
House or Bus. Furnishings.....	_____	Household/Business Furnishings and Equipment.....	_____
Other Intermediate Assets.....	_____	Lease/Rental Equipment (Schedule D)...	_____
TOTAL INTERMEDIATE ASSETS	_____	Other Interim. Liability (itemize)....	_____
LONG TERM OR FIXED ASSETS			
Farm, Ranch or Bus. Real Estate...	_____	TOTAL INTERMEDIATE LIABILITIES	_____
Other Real Estate (Schedule E)...	_____	LONG TERM LIABILITIES	_____
Other Fixed Assets _____	_____	Real Estate Liens (except portion listed as current liabilities).....	_____
TOTAL FIXED ASSETS	_____	Real Estate Mortgage (Schedule F)....	_____
TOTAL ASSETS	_____	Contracts for Deed (Schedule F).....	_____
Intangible Assets _____	_____	TOTAL LONG TERM LIABILITIES	_____
Contingent Liabilities _____	_____	TOTAL LIABILITIES	_____
(for corporation loans only)		Common Stock.....	_____
		Preferred Stock.....	_____
		Retained Earnings	_____
		PRESENT NET WORTH	_____
		TOTAL LIABILITIES & NET WORTH	_____

Department of Natural Resources and Conservation
Water Development Private Loan Program

NONAGRICULTURAL APPLICANTS ONLY
STATEMENT OF FINANCIAL CONDITION
SUPPORTING SCHEDULES

SCHEDULE E-Owned Real Estate						
Tract	Title in Name of:	Acres		Legal Description	Value of Improvements	Current Value
		Cult.	Other			
A						
B						
C						
TOTAL						

SCHEDULE F-Real Estate Liens							
Tract	Lien Holder	Mortgage Contract	Total Amount	Payment Date	Principal	Interest	Total Payment
A							
B							
C							
TOTAL							

Department of Natural Resources and Conservation
Water Development Private Loan Program

NONAGRICULTURAL APPLICANTS ONLY
PROFIT OR LOSS STATEMENT

DO NOT INCLUDE PROJECT INCOME OR EXPENSE

Your Name or Your
Business Name _____
Project Title _____

You must show your overall financial condition for at least the past two (2) tax years, and an estimate for the current year.

INCOME SOURCES:	YEAR	INCOME		
		19 Actual	19 Actual	19 Estimate
	\$	\$	\$	\$
TOTAL GROSS INCOME.....	\$			
DIRECT COST OF PRODUCTS SOLD OR TO BE SOLD	\$	\$	\$	\$
TOTAL DIRECT COST OF PRODUCTS SOLD.....	\$	\$	\$	\$
GROSS PROFIT	\$	\$	\$	\$
EXPENSES				
OPERATING EXPENSES:				
Salaries and Employees Benefits.....	\$	\$	\$	\$
Contracted Services.....				
Rent/Leases.....				
Water.....				
Repairs and Maintenance.....				
Supplies.....				
Gas and Oil, etc.....				
Taxes (Real Estate/Personal).....				
Income Tax.....				
Interest Expenditures.....				
Auto/Freight/Trucking.....				
Depreciation.....				
Insurance.....				
Storage.....				
Utilities.....				
Accounting/Legal.....				

OPERATING EXPENSES (cont.)	YEAR	19 <u> </u> Actual	19 <u> </u> Actual	19 <u> </u> Estimate
Other (itemize).....				
TOTAL OPERATING EXPENSES		\$	\$	\$
OTHER EXPENSES:				
Debt Payment on Principal.....		\$	\$	\$
Cash Outlay for Capital Expenditures(itemize)				
Annual Living Expense.....				
Other (itemize)				
TOTAL OTHER EXPENSES		\$	\$	\$
TOTAL EXPENSES		\$	\$	\$
NET PROFIT (OR LOSS)		\$	\$	\$
				, 19
				, 19
				, 19

Signature(s) of Applicant(s)

Title

Date

Department of Natural Resources and Conservation
Water Development Private Loan Program

NONAGRICULTURAL APPLICANTS ONLY
THREE YEAR PROJECTED OPERATING BUDGET
SHOW PROJECT OR ACTIVITY INCOME & EXPENSES ONLY

Your Name or Your
Business Name _____
Project Title _____

Loan repayment period and estimated interest rate used to compute interest and principal
on DNRC loan: 15 Years maximum or the life of the project, whichever is less, at 9 percent
per year.

Indicate desired repayment schedule: Annual _____ Semi-Annual _____ Quarterly _____

PROJECTED INCOME				
INCOME SOURCES:	YEAR	19	19	19
Recreation.....	\$ _____	\$ _____	\$ _____	
Commercial Value of Renewable Resources Produced, such as Electricity..	_____	_____	_____	
Other Project Income _____	_____	_____	_____	
	_____	_____	_____	
	_____	_____	_____	
	_____	_____	_____	
	_____	_____	_____	
	_____	_____	_____	
	_____	_____	_____	
LOST OR ABANDONED INCOME (Deduct)	()	()	()	
TOTAL PROJECTED INCOME	\$ _____	\$ _____	\$ _____	
PROJECTED EXPENSES				
OPERATING EXPENSES:				
Salaries and Employee Benefits.....	\$ _____	\$ _____	\$ _____	
Contracted Services.....	_____	_____	_____	
Rent/Leases.....	_____	_____	_____	
Water.....	_____	_____	_____	
Repairs and Maintenance.....	_____	_____	_____	
Supplies.....	_____	_____	_____	
Gas and Oil.....	_____	_____	_____	
Taxes (Real Estate/Personal).....	_____	_____	_____	
Income Tax.....	_____	_____	_____	
Interest (DNRC).....	_____	_____	_____	
Interest (Other Projected Debt)....	_____	_____	_____	
Auto/Freight/Trucking.....	_____	_____	_____	
Depreciation.....	_____	_____	_____	
Insurance.....	_____	_____	_____	
Miscellaneous Fees.....	_____	_____	_____	
Storage.....	_____	_____	_____	
Utilities (Gas, Water, and Electricity)....	_____	_____	_____	
Accounting/Legal.....	_____	_____	_____	
Other.....	_____	_____	_____	
	_____	_____	_____	
	_____	_____	_____	
	_____	_____	_____	
	_____	_____	_____	
	_____	_____	_____	
	_____	_____	_____	
TOTAL PROJECTED OPERATING EXPENSES	\$ _____	\$ _____	\$ _____	

	YEAR	19____	19____	19____
OTHER PROJECTED EXPENSES:				
Cash Outlays for Capital Expenditures _____	\$ _____	\$ _____	\$ _____	
Debt Payment Principal (DNRC).....	_____	_____	_____	
Debt Payment Principal (Other).....	_____	_____	_____	
Other (Itemize) _____	_____	_____	_____	
	_____	_____	_____	
	_____	_____	_____	
TOTAL PROJECTED OTHER EXPENSES	\$ _____	\$ _____	\$ _____	
PROJECTED OPERATING & OTHER EXPENSES	\$ _____	\$ _____	\$ _____	
 Add a minimum of 10 percent of projected expenses each year as a contingency for unexpected costs. What percentage did you use? _____	\$ _____	\$ _____	\$ _____	
 Other	\$ _____	\$ _____	\$ _____	
 TOTAL PROJECTED EXPENSES	\$ _____	\$ _____	\$ _____	
 PROJECTED NET INCOME OR (LOSS)	\$ _____	\$ _____	\$ _____	
	_____	_____	_____	, 19_____
	_____	_____	_____	, 19_____
	_____	_____	_____	, 19_____
Signature(s) of Applicant(s)	Title	Date		

MONTANA DEPARTMENT OF NATURAL RESOURCES & CONSERVATION



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